



UPDATE Handbooks

The UPDATE handbook is a distribution medium that was created by the U.S. Army Publishing Agency (USAPA) when money for printing publications was plentiful. Today, the handbooks have outlived their usefulness in an age when money for printing has decreased significantly. The UPDATE handbook was designed to be a throwaway booklet that was replaced frequently with another up-to-date publication. Many UPDATE handbooks were on a semi-annual replacement cycle. Producing publications in this manner is no longer economically possible. We are trying to do business smarter in order to be of service to you—our customers. One step in that direction is to ensure that the publications contained in the UPDATE handbooks are available on our Army Electronic Library (AEL) CD-ROM and web site (<http://www.usapa.army.mil>).

USAPA is in the process of converting the publications contained in the UPDATE handbooks to standalone publications.

Think of this process as though we were ripping off the handbook cover and throwing it—and the consolidated glossary and index—into the trash. Then we would separate each Army regulation or DA pamphlet and staple them with their own separate cover. When all the publications within a certain handbook are available on the AEL CD-ROM or on our web site, those publications will no longer be available in UPDATE handbooks. We are superseding (replacing) the handbooks with the AEL CD-ROM. We are not superseding any of the individual Army regulations or DA pamphlets contained in the handbooks; we are simply deleting the concept of the handbook and moving them to the obsolete section (section 13) of our Index (DA Pam 25-30). These UPDATE handbooks will not be available for you to order.

The following table shows the UPDATE handbooks that have been replaced with the AEL CD-ROM. Notice that some of the individual publications contained in the UPDATE handbooks are obsolete.

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Director's Corner

It is the goal of every organization to provide quality and timely services and products to its customers when requested. Excellent customer service and quality products also drive us here at USAPA.

We think we've made significant adjustments to our systems and operations to reduce the time it takes to process and fill your orders for official, published products. We believe the progress in this endeavor to be substantial.

We've also been working with the proponents of the publications (at the Pentagon and elsewhere) on the "front end" of the process to reduce the time it

takes to get an Army-wide product through the regulatory wickets. We've made some good progress so far and by continuing to work closely together, we expect more to come.

In this edition of our Publications Bulletin, you'll find some important news and information on the "less paper" policy, the replacement of some old UPDATE format publications, and another list of technical and equipment manuals now on CD-ROM. And for our proponent customers, a how-to on revising a publication.

Again, your feedback is very important to us. We **are** paying attention to what you tell us!!

EMIL S. NAZZARO
Director

Publication Title & Number

All Ranks Personnel,
Issue Number 15
UPDATE 5-15

Reserve Components Personnel,
Issue Number 23
UPDATE 1-23

Publication Proponent

DCSPER
DCSPER
Obsolete
DCSPER
Obsolete
Obsolete
Obsolete

DCSOPS
DCSPER
DCSPER
DCSPER
DCSPER
DCSPER
DCSPER
DCSPER

Publications Included

AR 600-9
AR 614-30
~~AR 630-5~~
AR 635-10
~~AR 640-2-1~~
~~AR 640-10~~
~~AR 672-5-1~~

AR 135-2
AR 135-7
AR 135-18
AR 135-91
AR 135-100
AR 135-133
AR 135-155
AR 135-175
AR 135-178

| Publication Title & Number | Publication Proponent | Publications Included |
|--|--|---|
| Reserve Components Personnel, Issue Number 23 UPDATE 1-23, Continued | DCSPER DCSPER DCSPER DCSPER DCSPER CAR CAR CAR CAR CAR DCSPER CAR | AR 135-180 AR 135-200 AR 135-205 AR 135-210 AR 135-381 AR 140-1 AR 140-10 AR 140-30 AR 140-50 AR 140-111 AR 140-158 AR 140-185 |
| Unit Supply, Issue Number 14 UPDATE 2-14 | DCSLOG DCSLOG DCSLOG DCSLOG DCSLOG | AR 700-84 AR 710-2 AR 735-5 DA Pam 710-2-1 DA Pam 710-2-2 |
| Maintenance Management, Issue Number 14 UPDATE 3-14 | DCSLOG DCSLOG DCSLOG | AR 750-1 DA Pam 738-750 DA Pam 750-35 |
| Officer Rank Personnel, Issue Number 14 UPDATE 6-14 | DCSPER Obsolete DCSPER PERSCOM | AR 614-100 AR 624-100 DA Pam 600-3 DA Pam 600-11 |
| Physical Security, Issue Number 3 UPDATE 10-3 | DCSOPS DCSOPS DCSOPS DCSOPS DCSOPS DCSOPS | AR 190-11 AR 190-12 AR 190-13 AR 190-51 DA Pam 190-12 DA Pam 190-51 |

The following table shows the UPDATE handbooks that have **not** yet been completely replaced with the AEL CD-ROM. Several of the publications are in USAPA now being revised and should be completed in the near future. When that occurs, those UPDATE handbooks will be replaced with the AEL CD-ROM. However, there are still several publications that have not been received for revision.

| Publication Title & Number | Publication Proponent | Publications Included |
|---|--|--|
| Morale, Welfare, and Recreation, Issue Number 16 Update 4-16 | ACSIM Obsolete DCSPER ACSIM Obsolete | AR 215-1 AR 215-2 AR 215-3 AR 215-4 AR 215-5 |
| Enlisted Ranks Personnel, Issue Number 16 Update 7-16 | DCSPER DCSPER DCSPER DCSPER | AR 600-200 AR 601-280 AR 614-200 AR 635-200 |
| Finance, Issue Number 13 Update 8-13 | ASA(FM&C) Obsolete ASA(FM&C) | AR 37-101-2 AR 37-104-3 AR 37-106 |
| Evaluation, Issue Number 6 Update 11-6 | DCSPER DCSPER DCSPER | AR 623-1 AR 623-105 AR 623-205 |
| Military Occupational Classification and Structure (MOCAS), Issue Number 6 Update 12-6 | DCSPER DCSPER DCSPER DCSPER | AR 611-1 AR 611-101 AR 611-112 AR 611-201 |

The USAPA point of contact for this article is Mrs. Juanita H. Maberry at DSN 328-0592 or commercial (703) 428-0592.

Revising an Army Regulation for the First Time?

You've been given an Army regulation to revise, and, you've never done that before. Where do you start?

First, you should locate your agency publications control officer (PCO). Write down their name and phone number, and keep it handy. You should also give them a call and let them know that

you're beginning the process of revising your Army regulation. Your PCO is your agency's publications person. He or she can answer most of your questions regarding what to do, how to do it, and anything else you need to know about this process.

Next, you need to get copies of AR 25-30 (The Army Integrated Publishing and Printing Program) and DA Pam 25-40 (Administrative Publications: Action Officers Guide). These publications are available on the Army Electronic

Library—EM 0001 and the USAPA web site at <http://www.usapa.army.mil>).

You won't be able to revise your publication without these documents. Following the policy in AR 25-30 will help you understand what you can and cannot do and with whom you need to coordinate (staff) your regulation. After reading through DA Pam 25-40 you'll be armed with the information you need to get your job done.

Place a call to USAPA (at DSN 221-6262 or commercial (703) 325-6262) for an official copy of your publication. Don't use the office copy. You need to be working from an official version. Give us your name, phone number, the publication number, and the format you'll need it in. Give us a few days and you'll have the correct files. It is important that you use these files because they are a copy of the last official change or revision to your publication.

If you have lots of questions or are confused, the staff here at USAPA can assist you at any point in the process. We can set up a consultation with an editor, forms specialist, and anyone else you need to speak with to help you get your job done.

Identify the changed portions of your manuscript on TJAG's copy. You'll also have to send them the changes you've made to the manuscript after you incorporated the comments. Highlight these changes in bold, italics, or use a highlighter and submit only the pages with changes on them. This seems like a lot of work, but it's worth it. Since TJAG is required to review your manuscript twice, this will speed up the final legal review by ensuring that TJAG

doesn't have to review the manuscript again, page-by-page.

When you send out your publication for staffing, you can do it by e-mail, but you still need to give the reviewers time to evaluate your publication. See AR 25-30, chapter 2, for the required review time. You might want to call each office and ask for a point of contact so you'll know whom to contact if they haven't responded to your request by the suspense date. You can't just ignore the fact that they don't send you a response. You have to get a concurrence from them. Occasionally, you'll receive a nonconcurrence. You can't ignore that either. You need to try and resolve the problems that office has with your manuscript before you submit the manuscript for publishing. If you can't come to an agreement after several tries, you need to make a note of this on your DA Form 260 (Request for Printing of Publication).

After reviewing all your comments and incorporating those you deem relevant, you can highlight those pages that changed and send them to TJAG. You're now ready to fill out your DA Form 260 and DD Form 67 (Form Processing Action Request) if you have any new or revised forms, get signatures on them, and submit the manuscript for publishing. You'll need to consult DA Pam 25-40 for what to send to whom and how many copies.

Regardless of whether you are revising an Army regulation or DA pamphlet, the procedure is the same. Between your PCO and the staff at USAPA you have the resources available to you to get your job done easily and efficiently. We're

here to help you and in doing so, you'll produce a better product which will make our jobs easier when you submit your publication for publishing.

The USAPA point of contact for this article is Mrs. Juanita H. Maberry at DSN 328-0592 or commercial (703) 428-0592.

Remember—Less Paper

The less paper policy is in full effect—beginning 1 July 1999. What does that mean? All departmental forms and administrative publications on the Army Electronic Library (AEL) CD-ROM now fall under the less paper policy. They will not be procured in paper if they are new, changed, or revised. For more detailed information, check HQDA Letter 25-98-1, 1 December 1998, Less Paper Policy for Departmental Forms and Administrative Publications, which is available on CD-ROM (EM 0001) and on the USAPA web site.

Remember that this policy applies only to Army-wide forms and Army-wide administrative publications that are on our AEL. If the form or publication has not been converted to electronic format or cannot be converted, we will continue to procure the usual paper stock. Forms on our critical forms list and mobilization forms and publications identified by U.S. Army Forces Command are exempt. In other words, even if we have converted them to electronic format or will do so in the future, we will continue to procure the usual paper stock for these items.

The point of contact for this article is Paula Kerr at DSN 221-6290 or commercial (703) 325-6290.

ETMs Available Through Resupply

Here's the latest list of ETMs that have been produced by the U.S. AMC Logistics Support Activity. Those products identified with an asterisk (*) are now available for requisitioning through normal resupply channels. So that you receive future revisions, we're providing the initial distribution number (IDN) for each product. Please submit your DA 12-Series subscription requirements now. Just cite the IDN and the quantity you require. The unit of issue is "CDROM."

| Nomenclature | Title | IDN |
|--------------|--|--------|
| *EM 0030 | High Mobility Multipurpose Wheeled Vehicle (HMMWV) | 381028 |
| *EM 0033 | Smoke Generator and Smoke Grenade Launcher | 401104 |
| *EM 0034 | Avenger AN/TWQ-1 | 323444 |
| *EM 0035 | Armored Combat Earthmovers (ACE) | 372450 |
| *EM 0036 | Tracked Recovery Vehicle, M578, M88A1 | 372471 |
| *EM 0037 | Truck, Multifuel, 2 1/2-Ton, M35, M36 | 381031 |
| *EM 0038 | Heavy Equipment, Expanded, Tactical Mobility Truck (HEMTT) | 381032 |
| *EM 0039 | Truck, 5-Ton Series, Cargo, Dump, Tractor | 381030 |

| Nomenclature | Title | IDN | Nomenclature | Title | IDN |
|--------------|--|--------|--------------|--|--------|
| *EM 0040 | Carrier, Personnel M113 | 372454 | *EM 0058 | Helicopter, KIOWA Warrior OH-58D | 313666 |
| *EM 0041 | Howitzers | 372453 | *EM 0059 | Telephone Sets, Switching | |
| *EM 0042 | Heavy Equipment Transporter (HET) | 381033 | | Equipment | 360184 |
| *EM 0043 | INF/CAV Fighting Vehicle, M2/M3 | 372455 | *EM 0060 | Helicopter, KIOWA | |
| *EM 0044 | Armored Vehicle Launcher Bridge (AVLB)-M60, M48A5 | 372457 | | OH-58C | 313665 |
| *EM 0045 | CBR Material-Masks, Decontamination, Alarms | 280821 | *EM 0061 | Helicopter, APACHE | |
| *EM 0046 | Cleaners, Steam Pressure | 256470 | | AH-64 | 313664 |
| *EM 0047 | Stringer Missile- Ground/Air | 323440 | *EM 0062 | Multiple Launch Rocket System (MLRS), M270 | 323438 |
| *EM 0048 | Truck, Tractor, 14-20-Ton, M915, M916, M920 | 381060 | *EM 0063 | CEV, M728 | 372452 |
| *EM 0049 | Trailer-Cargo, Semi, Utility, Tank | 391024 | *EM 0064 | TOW-Ground, Air and Vehicle Systems | 323439 |
| *EM 0050 | Test Equipment: Tank and Automotive | 372458 | *EM 0065 | Mortar, Small Arms, Mount | 401103 |
| *EM 0051 | Helicopter, Blackhawk EH-60A | 323663 | *EM 0066 | Radar and Target Acquisition | 360180 |
| *EM 0052 | Truck, Cargo, Palletized Load System (PLS) | 381029 | *EM 0067 | Hellfire Missile System | 323480 |
| *EM 0053 | Helicopter Armament System | 313660 | *EM 0068 | Test Equipment- General | 344614 |
| *EM 0055 | Forklift and Material Handling Equipment | 256435 | *EM 0069 | Abrams Main Battle Tank (M1A1) | 372451 |
| *EM 0056 | Helicopter, COBRA AH-1F | 313662 | *EM 0070 | Utility Vehicles (CUCV) | 381055 |
| *EM 0057 | Helicopter, (IROQUOIS) (Huey) UH-1H | 313661 | *EM 0071 | Radio Ground, SINGCARS | 360183 |
| | | | *EM 0072 | Tool and shop set- Tank/Automotive | 212082 |
| | | | *EM 0073 | Tool and shop set- Welding Equipment | 212088 |
| | | | *EM 0075 | Mobile Subscriber Equipment (MSE) | 360181 |
| | | | *EM 0076 | Tracked Vehicle- M981, M992-Series | 372478 |
| | | | *EM 0077 | Water Purification, Supply | 256437 |

| Nomenclature | Title | IDN | Nomenclature | Title | IDN |
|--------------|---|--------|--------------|---|--------|
| *EM 0078 | Carrier General, Full Tracked, Armored | 372477 | *EM 0099 | Boresighting Equipment | 410450 |
| *EM 0079 | Radio Equipment— Tactical and Strategic Communications | 360480 | *EM 0100 | Loaders, Scoop | 256458 |
| *EM 0080 | Radio Teletype and Related Equipment | 360182 | *EM 0101 | Dragon Missile System and Related Equipment | 323477 |
| *EM 0081 | Engineer Equipment | 344613 | *EM 0106 | JAVELIN Missile System | 323481 |
| *EM 0082 | Howitzer, Towed | 401112 | *EM 0107 | NBC Vehicle, FOX, M93A1 | 280832 |
| *EM 0083 | Chinook, CH-47D | 313713 | *EM 0108 | COMSEC Equipment | 431055 |
| *EM 0084 | Binoculars, Periscopes and Telescopes | 410453 | *EM 0109 | Crane, Wheeled and Tracked | 256463 |
| *EM 0086 | General Sets and Related Power Equipment | 256436 | *EM 0110 | Excavating/ Construction Equipment | 256466 |
| *EM 0087 | Petroleum Tanks, Pumps and Related Equipment | 256438 | *EM 0111 | Integrated Family of Test Equipment | 344649 |
| *EM 0088 | Tool and Shop-set- Electrical Electronics | 212089 | *EM 0112 | Small Unit Support Vehicle (SUSV) | 381068 |
| *EM 0089 | Tool and shop set- Missile and LCSS Related Material | 212080 | *EM 0113 | Joint Stars (JSTARS) | 360580 |
| *EM 0091 | Test Equipment- Missile and Missile Related Materials | 323479 | *EM 0114 | NAVSTAR Global Positioning System (GPS) | 360508 |
| *EM 0092 | Test Equipment- Electronic Warfare | 360484 | *EM 0115 | Scrapers, Graders and Scoop Loaders | 256465 |
| *EM 0093 | Mines, Mine Clearing and Replacement Equipment | 401114 | *EM 0116 | All Source Analysis System (ASAS) | 344659 |
| *EM 0094 | Meteorological Equipment | 256460 | *EM 0117 | Howitzer, Heavy, Self-Propelled, 8 Inch | 372481 |
| *EM 0095 | Test Equipment- Radio and Radio Frequency | 360487 | *EM 0118 | Aircraft, Fixed- Wing, C-12 Series | 313739 |
| *EM 0097 | HMMWV-TOW Vehicle System | 381049 | *EM 0119 | Tractor, Full- Tracked (Dozers) | 256475 |
| | | | *EM 0120 | Field Artillery Ammunition Support Vehicle (FAASV) | 372482 |

| Nomenclature | Title | IDN | Nomenclature | Title | IDN |
|--------------|--|--------|--------------|---|--------|
| *EM 0123 | Industrial Machinery and Manufacturing Equipment | 256476 | *EM 0152 | Digital Transmission Assemblages, AN/TRC | 360745 |
| *EM 0124 | M1A2 ABRAMS | 372483 | *EM 0153 | Shelters, Tents, Milvans and Camouflage Equipment | 256499 |
| *EM 0125 | HOWITZERS, Towed | 401120 | *EM 0154 | Ground Photo System Process and Interpretation | 344666 |
| *EM 0127 | Laundry, Bath, Vector and Hygiene Equipment | 256479 | *EM 0159 | Radar Set, Firefinder, AN/TPO-36/37 | 360800 |
| *EM 0128 | Common, Electronic Equipment | 360622 | *EM 0161 | Antennas, Masts & Related Equipment | 212094 |
| *EM 0131 | Clothing and Individual Equipment | 256483 | *EM 0162 | Demolition, Munitions & Related Equipment | 401119 |
| *EM 0132 | Air Drop and Delivery Equipment | 256490 | *EM 0163 | Stano, Navigation, Laser, IR, Battlefield Illumination System | 360786 |
| *EM 0134 | Anticounter Intrusion Devices | 360660 | *EM 0164 | Computer Equipment - Tactical & General | 360791 |
| *EM 0136 | Bridges, Floating/Fixed, Assault and Related Equipment | 256489 | *EM 0165 | Topographical, Survey & Drafting Equipment | 256502 |
| *EM 0141 | Field Artillery Data System | 401126 | *EM 0167 | TACTICAL Fire Direction System (TACFIRE) | 360801 |
| *EM 0142 | Training Devices, Simulators and Targets | 401129 | *EM 0168 | Installation Kits, Electronic Equipment & Radio Sets | 212095 |
| *EM 0143 | Air Defense Systems and Related Equipment | 323493 | *EM 0169 | Satellite Communications Equipment | 360802 |
| *EM 0144 | Installation Kits, SINCGARS | 360704 | *EM 0170 | Electronic Warfare & Intelligence Equipment | 431057 |
| *EM 0149 | Audio Visual and Pictorial Equipment | 344665 | *EM 0171 | Aviation Electronic Shops & Related Equipment | 212096 |
| *EM 0150 | Compressors and Support Equipment | 256498 | | | |
| *EM 0151 | Coordination and Control - Avionics | 360761 | | | |

| Nomenclature | Title | IDN |
|--------------|--|--------|
| *EM 0172 | Calibration Procedures | 344675 |
| *EM 0173 | Radio Equipment – Avionics | 360804 |
| *EM 0174 | Food Service Equipment | 344676 |
| *EM 0176 | Ammunition Surveillance Test & Procedures | 256504 |
| *EM 0179 | Multiple Integrated Laser Equipment Management System | 313788 |
| *EM 0180 | Warranties | 344684 |
| *EM 0181 | Test Equipment – Aviation & Avionics | 313786 |

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- Customers Support Subsystem (CSS) Software (DOS Application). This is available on the Army's Electronic Library (EM 0001)—
E-mail to: usapa@pubs.army.mil

- World Wide Web (WWW)—
<http://www.usapa.army.mil>

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